

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

4 November 1968

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (2-69)

DATES 8 - 13 December 1968 (Sunday afternoon - Friday afternoon)

LOCATION [REDACTED] 25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under [REDACTED] Inc., this course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

PRECOURSE WORK Approximately 20 hours. Material to be sent out on or about Wednesday, 20 November 1968.

REGISTRATION Limited to 45.

25X1A



SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

~~SECRET~~

Closes Friday, 15 November 1968. No substitutions to be made after that date because of extensive precourse work requirements.

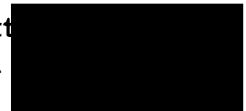
**TRAVEL ORDERS
AND COST**

Responsibility of participating office.

25X1A

**ADDITIONAL
INFORMATION**

On course content, call ext
On registration, extension



~~SECRET~~